Emory Competencies

WHAT
• Delivering Results
• Problem Solving
• Functional Knowledge & Skills
• Service to Others/Customers

HOW
• Building Trust
• Collaboration
• Communication
• Taking Initiative

• Keeping all 8 for FY2015
Upward Feedback

- A process that provides additional perspective of feedback
- A process that provides additional information for feedback.
- Three questions are:
  - What do you see as your supervisor’s greatest strengths?
  - What areas do you think your supervisor should develop in order to be more effective?
  - Are there comments about your supervisor that you would like to share?
How it works

• Your supervisor’s leader will ask the system to “invite” you to provide feedback

• You can answer any or all of the questions (or none)

• Your name will be kept anonymous – nobody but you will know what you specifically said

• System limitations: 3 or more required, staff supervisors only
  • Option: paper form on website
If you are evaluating a manager, you will see the screen below. Start sending upward feedback forms by nominating participants (3 or more required). If you are unable to utilize upward feedback then skip and go to “Complete Manager Evaluation”.

The process for completing a manager evaluation form is the same as last year.
What’s New - Additional

- Fewer Steps
  - In Progress > Review Occurred > Acknowledged > Complete
- Administrators can mark the form as “Complete” on behalf of a manager
- Email Reminders
- Warning for Duplicate Forms
Performance Management

- About Performance Management
- 2015 Changes to Performance Management
- Performance Competencies
- Performance Ratings
- Behavioral Examples
- Forms
- Training
- Tips
- Upward Feedback
- Contact Information

Tools and Resources

- Goal Setting Tip Sheet
- Guide: Competency Definitions, Example Behaviors & Rating Scales
- Step-by-Step Guide to Online Performance Management Tool for Managers
- Step-by-Step Guide to Online Performance Management Tool for Employees
- FAQs - Using the Online Tool
- Performance Management Policy

Contact Information

If you have questions about the Performance Management Process, please contact your Employee Relations representative. View list of Employee Relations Reps by Department.

For additional Performance Management help, such as system support issues and training opportunities, please contact Randy Lucius (randall.lucius@emory.edu) or Jonathan Koestler (jkoestl@emory.edu) with HR’s Learning and Organizational Development Department.
Questions